



Verification	Originator	Approved	Issued
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Date	8/29/2014	12/9/2014	12/15/2014

### Title: COFL-FF-EP- 4.4.1-2 Resources, Roles, Responsibilities & Authority Matrix

<b>Person responsible:</b>	ESMS Coordinator	
<b>Area of application:</b>	Fleet Fenceline	
<b>Document location:</b>	<a href="http://www.fortlauderdale.gov">www.fortlauderdale.gov</a>	
<b>Revisions</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	3/27/15	Added Contract Administrator Role and related description.
002	6/1/15	Added Sustainability Manager to Role and related description. Update Facilities Manager to "Acting



		Facilities Manager – Corey Callier”
003	7/16/15	Finalized Corey Callier’s position to Facilities Manager. Changed Eric Peasant – Fire Coordinator to Robert Mack – Fire Logistics. Added Jennifer Alvarez as Procurement Manager.
004	11/12/15	Changed Management Representative from Susanne Torriente to Diana Alarcon. Changed Bob Fortier to Todd Nobles on FF Team. Changed Hardeep Anand to Paul Berg (Acting Director of Public Works) on Management Review Team. Expanded Procurement Division responsibilities. Added David Smith, David Havell and Todd Nobles to the Contract Administrator list. Removed Daniel Rey from the Contract Administrator list. Minor text changes and corrections.
005	3/20/16	Removed Carlos Berriz as Program Manager and replaced with TBD. Changed FF Team Leader to Todd Hiteshew for Interim. Added Yoly Colarusso and Bill McDonough to FF Team. Removed Jim Koeth from Core Team and put TBD. Added Adrienne Ehle as Internal Audit Team Leader. Removed Jim Koeth and Carlos Berriz from Contract Administrator and added TBD.
006	5/13/16	Added “Preparedness” to all Emergency Plan references.
007	7/21/16	Added Energy Analyst and changed Structural Innovation to Kristen Tigner
<b>Recurring action items</b>		
<b>Activity</b>		
<b>Responsibility</b>		<b>Frequency</b>
1. Review and, if necessary, revise the specific roles and responsibilities of all personnel involved in the ESMS.		Annually
<b>ESMS Coordinator and Program Manager</b>		



<p>2. Communicate the roles and responsibilities to all employees responsible for the maintenance of the ESMS within the Fleet Fenceline.</p> <p>3. Encourage involvement of all employees in various roles and responsibilities to support the ESMS.</p> <p>4. Review the Procedure and Matrix annually</p>		<p><b>Management Representative</b></p> <p><b>Program Manager/FF Team/ESMS Coordinator</b></p> <p><b>Program Manager/ESMS Coordinator</b></p>	<p>On-going</p> <p>On-going</p> <p>Annually</p>	
COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS		
City Manager	Lee Feldman	<ul style="list-style-type: none"> <li>Assigning the necessary resources to ensure the implementation and control of the ESMS. Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources, and resources specific to operations</li> <li>Reviewing and approving the procedure and related documents for the element 4.4.1 Resources, roles, responsibility and authority in the ISO 14001:2004 standard</li> <li>Assigning a specific Management Representative with sufficient authority, awareness, competence and resources to oversee the responsibilities of the ESMS</li> <li>Provide reports to the Mayor and Commission</li> <li>Specific responsibilities are outlined in <b>COFL-FF-ED-4.4.1-2 Roles and Responsibilities Matrix</b></li> </ul>		



COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS
<b>ESMS Core Team</b>  Management Representative/ Director of Transportation & Mobility  Principal Environmental Planner  Program Manager  Urban Design Engineer  ESMS Coordinator	  Diana Alarcon  TBD  TBD  Alex Scheffer  Mary Ann Johnston	<ul style="list-style-type: none"><li>• The ESMS Core Team will actively participate during the creation and development of the Environmental and Sustainability Management System (ESMS)</li><li>• Part of the Management Review Team</li></ul>



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<b>Management Representative/ Director of Transportation &amp; Mobility</b>	Diana Alarcon	<ul style="list-style-type: none"><li>• Serves as ESMS Management Representative on the ESMS Core team</li><li>• Supervise the initial employee awareness training</li><li>• Oversees the ESMS Core Team in the development and continual implementation of the ESMS</li><li>• Endorses the Environmental Policy and ensures adherence to the policy during decision-making processes</li><li>• Ensures the necessary resources for implementation of the ESMS, including infrastructure, information systems, technology, training, other financial resources, and human resources</li><li>• Assures that each Department is committed to continual improvement of the ESMS</li><li>• Communicate roles and responsibilities of ESMS</li><li>• Leads the Management Reviews of ESMS policies, procedures and documents</li></ul>
<b>Assistant Public Works Director/ Sustainability Division</b>	Dr. Nancy Gassman	<ul style="list-style-type: none"><li>• Oversees internal and third-party ESMS and environmental compliance audits</li><li>• Support the development and continual implementation of the ESMS</li><li>• Participate in the Management Review of ESMS policies, procedures and documents; Participate in the Emergency Preparedness Plan Review</li><li>• Assure that each employee within his/her division complies with ESMS policies, procedures and documents</li><li>• Serve on a sub-team, as needed</li></ul>
<b>Program Manager</b>	TBD	<ul style="list-style-type: none"><li>• Responsible for defining, documenting and communicating roles and responsibilities to ensure development, implementation, and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities</li></ul>



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		<ul style="list-style-type: none"><li>• Keeping Management Representative informed on the progress, implementation, and maintenance of the ESMS by reporting the ESMS performance and improvement</li><li>• Oversight of the development and maintenance of the procedure and related documents for all the elements as per the ISO 14001:2004</li><li>• Participates in the Management Review of ESMS policies, procedures and documents</li><li>• Participate in the Emergency Preparedness Plan Review</li><li>• Responsible for Objectives, Targets and Programs Action Plans' performance</li><li>• Oversees SOPs pertaining to the purchases of materials and/or services with environmental impacts</li><li>• Oversees SOPs, and the activities associated with the Fleet Fenceline</li><li>• Ensures contractor support of ESMS policies through contractual obligations</li><li>• Approves corrective action plans; documents issue closure</li><li>• Assist the ESMS sub-team to identify and assess environmental aspects</li><li>• May serve as Emergency Incident Commander for the facility</li><li>• Member of the ESMS Core Team</li></ul>
ESMS Coordinator	Mary Ann Johnston	<ul style="list-style-type: none"><li>• Manage, maintain and coordinate the continual improvement of the ESMS for the Fleet Fenceline</li><li>• Ensuring that a current copy of the ESMS is maintained in the website at <a href="http://www.fortlauderdale.gov/ESMS">www.fortlauderdale.gov/ESMS</a></li><li>• Participates in the Management Review of ESMS policies, procedures and documents</li><li>• Participates in the Emergency Preparedness Plan Review</li><li>• Communicates the Environmental Policy to all employees and those</li></ul>





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		<p>persons working for, or on behalf of, the COFL</p> <ul style="list-style-type: none"><li>• Ensures that all COFL activities meet environmental regulations, permit requirements, and other policies of the ESMS</li><li>• Ensures that ESMS procedures and SOPs are established, maintained and followed</li><li>• Collaborates with the ESMS Core Team and Program Manager on training needs and programs</li><li>• Reviews nonconformance resulting from daily activities, internal audits or third-party (external) audits</li><li>• Reports to the Management Representative on ESMS performance, and opportunities for improvement</li><li>• Member of the ESMS Core Team</li></ul>
<b>Environmental Services Manager</b>	<b>Todd Hiteshew</b>	<ul style="list-style-type: none"><li>• Serves on ESMS sub-teams to identify and assess environmental aspects</li><li>• Lead the initial implementation and provide updated lists of problematic areas of the Fleet Fenceline</li><li>• Participate in the Emergency Preparedness Plan Review</li><li>• Ensure construction and site maintenance activities meet environmental regulations, permit requirements, and other policies of the ESMS</li><li>• Evaluate Legal and Other Requirements documents</li><li>• Member of the Fleet Fenceline Team</li><li>• Compliance Evaluation Team Leader</li></ul>
<b>Sustainability Manager</b>	Glen Hadwen	<ul style="list-style-type: none"><li>• Coordinate ESCO Program</li><li>• Report ESCO progress</li></ul>
<b>Fleet Fenceline Team (FF Team)</b> <ul style="list-style-type: none"><li>• Parks &amp; Recreation Department</li></ul>	TBD– Program Manager  Mark Almy – Parks &	<ul style="list-style-type: none"><li>• Develop initial and updated lists of environmental aspects, including scoring based upon numerous environmental and business factors</li><li>• Assures delivery, transport, handling and storage of materials within</li></ul>



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<ul style="list-style-type: none"><li>Informational Technology Department</li><li>Fire Department</li><li>Public Works Department</li></ul>	<p>Recreation Operations Superintendent</p> <p>Corey Callier – Parks &amp; Recreation – Facilities Manager</p> <p>David Havell – Parks &amp; Recreation –Facilities Maintenance Foreman</p> <p>Todd Nobles – Parks &amp; Recreation – Facilities Maintenance Foreman</p> <p>William Rischow - General Manager / First Vehicle Services (FVS) Fleet -- Contractor Supervisor</p> <p>Robert Mack – Fire Logistics</p> <p>Todd Hiteshew - Environmental Services Manager and acting FF</p>	<p>the fenceline is performed according to environmental regulations, permit requirements, and other policies of the ESMS</p> <ul style="list-style-type: none"><li>Train and communicate pertinent SOPs to the employees under their supervision</li><li>Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision</li><li>Participate in the Emergency Preparedness Plan Review</li><li>Ensure that employees under their supervision have the necessary training, tools and resources to meet the requirements of ESMS</li><li>Communicate employee feedback on the Environmental Policy and other issues of the ESMS to a member of the ESMS Team</li></ul>





COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS
	Team Leader  John Saavedra – Park & Recreation – Bulk Sanitation  Brian Dooling – Parks & Recreation Supervisor  Yoly Colarusso – Parks & Recreation Supervisor  Bill McDonough – Parks & Recreation Supervisor  Mary Ann Johnston - ESMS Coordinator	
GIS Specialist	John Stahl	<ul style="list-style-type: none"><li>• GIS coordinator for Fleet Fenceline</li><li>• Provide map and located the stormwater drains and lines within the Fleet Fenceline</li><li>• Create Fleet Fenceline site plan and update as required</li></ul>
Contractor	William Rischow	<ul style="list-style-type: none"><li>• Involved in the initial and updated lists of environmental aspects, including scoring based upon numerous environmental and business</li></ul>



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General Manager / First Vehicle Services (FVS) Fleet		<p>factors</p> <ul style="list-style-type: none"><li>• Train and communicate pertinent SOPs to the employees under their supervision</li><li>• Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision</li><li>• Participate in the Emergency Preparedness Plan Review</li><li>• Ensure that employees under their supervision have the necessary training, tools and resources to meet the requirements of ESMS</li><li>• Communicate employee feedback on the Environmental Policy and other issues of the ESMS to the Program Manager</li><li>• Provide monthly calibration logs of tools and equipment</li></ul>
<b>Contract Administrator</b>	<p>TBD– Principal Environmental Planner</p> <p>TBD– Program Manager</p> <p>Enrique Sanchez – Deputy Director, Parks &amp; Recreation</p> <p>Corey Callier –Facilities Manager</p> <p>David Smith – Administrative Assistant I, Parks &amp; Recreation</p>	<ul style="list-style-type: none"><li>• Administer contracts at the Fleet Fenceline</li><li>• Responsible for ensuring that Contractors acting within the Fleet Fenceline meet environmental regulations, permit requirements, and other policies of the ESMS</li></ul>



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	David Havell – Parks & Recreation –Facilities Maintenance Foreman  Todd Nobles – Parks & Recreation – Facilities Maintenance Foreman  Mary Ann Johnston – ESMS Coordinator	
Area Supervisors	Mark Almy– Parks and Recreation  Brian Dooling - Parks & Recreation  John Saavedra - Parks & Recreation – Bulk Sanitation  Robert Mack – Fire Logistics  Troy Bailey – Telecommunications Manager	<ul style="list-style-type: none"><li>• Involved initial and updated lists of environmental aspects, including scoring based upon numerous environmental and business factors.</li><li>• Train and communicate pertinent SOPs to the employees under their supervision</li><li>• Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision</li><li>• Ensure that employees under their supervision have the necessary training, tools and resources to meet the requirements of ESMS</li><li>• Communicate employee feedback on the Environmental Policy and other issues of the ESMS to the Program Manager</li></ul>



COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS
Management Review Team	<p>Lee Feldman – City Manager</p> <p>Diana Alarcon – Management Representative/Director of Transportation and Mobility (Core Team Member)</p> <p>Paul Berg – Acting Director of Public Works</p> <p>Phil Thornburg – Director of Parks &amp; Recreation</p> <p>Mike Maier – Director of Information Technology (IT)</p> <p>Dr. Nancy Gassman – Assistant Public Works Director – Sustainability</p> <p>TBD – Principal Environmental Planner (Core Team Member)</p>	<ul style="list-style-type: none"><li>• Participates in the Management Review meetings for the Fleet Fenceline</li><li>• Involved in the evaluation of the Environmental Policy, Objectives, Targets and Programs and other elements of the ESMS</li></ul>



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	Alex Scheffer – Urban Design Engineer (Core Team Member)  TBD – Program Manager (Core Team Member)  Mary Ann Johnston – ESMS Coordinator (Core Team Member)  Todd Hiteshew – Environmental Services Manager  Kristen Tigner - Structural Innovation Manager  Corey Callier – Facilities Manager  Bruce Strandhangen – Fire Plan Review/Fire Investigator	
<b>Structural Innovation Manager</b>	Kristen Tigner or Designee	<ul style="list-style-type: none"><li>• Participate in the Management Review</li><li>• Involved in developing and measuring the Objectives, Targets and Programs</li></ul>



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		<ul style="list-style-type: none"><li>• Provide feedback on the environmental policy that will assist in continual improvement of the Fenceline</li></ul>
<b>Procurement Division</b>	Jennifer Alvarez or Designee	<ul style="list-style-type: none"><li>• Assist with purchasing items related to the ESMS</li><li>• Incorporate ESMS language in RFPs, ITBs and additional contracts within the Fleet Fenceline</li></ul>
<b>Compliance Evaluation Team Leader</b>	Todd Hiteshew or Designee	<ul style="list-style-type: none"><li>• Coordinate the planning of self-audits, conduct self-audits, and communicate the self-audit reports to the appropriate staff</li><li>• Assist the Management Representative with the selection and designation of the Compliance Evaluation Audit Teams</li></ul>
<b>Compliance Evaluation Team</b>	Melissa Doyle – Program Manager  Troy Balint – Environmental Program Coordinator  Bruce Strandhagen – Fire Plan Review/Fire Investigator	<ul style="list-style-type: none"><li>• Participate in conducting self-audits, and communicating the self-audit reports to the appropriate staff</li></ul>
Internal Self-Audit Team Leader	Adrienne Ehle – Environmental Analyst	<ul style="list-style-type: none"><li>• Coordinate the implementation of an Internal Self-Audit on an annual basis</li></ul>





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Internal Self-Audit Team	TBD- Program Manager  Marie Pierce – Stormwater Manager  Todd Hiteshew – Environmental Services Manager  Florence Straugh – Acting Assistant Airport Manager  Valerie Florestal – Financial Adminstrator  Samantha Timko – Administrative Assistant II  Pamela Winston – Senior Accountant  Matthew Cobb – Risk Management Coordinator  TBD – Senior	<ul style="list-style-type: none"><li>Perform internal self-audit per ESMS Internal Audit procedure.</li></ul>



COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS
	Performance Analyst  TBD – Senior Performance Analyst  Troy Bailey - Telecommunications Manager  Jason Boutilier – Senior Performance Analyst  Carolyn Bean Smith – Administrative Assistant II  Mary Ann Johnston – ESMS Coordinator	
Emergency Manager	Jermaine Frazier	<ul style="list-style-type: none"><li>Review existing Emergency Preparedness Plans and revise as necessary to account for changes in operating or construction of new processes in the Fleet Fenceline</li></ul>
Energy Analyst	Matthew Ferrer	<ul style="list-style-type: none"><li>Tracks energy usage within the Fenceline.</li><li>Coordinates with Energy Saving Company (ESCO) program.</li></ul>
Public Affairs Office	Chaz Adams – Public Affairs Manager  Shannon Vezina – Public	<ul style="list-style-type: none"><li>Involved in the development of the communication of the ESMS</li><li>Assist with messaging the environmental aspects</li><li>Provide communication for employee feedback on the Environmental Policy</li></ul>



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	Information Specialist	<ul style="list-style-type: none"><li>• Message continual improvements of the significant aspects to employees</li></ul>
Fleet Fenceline Employees	Parks and Recreation Public Works Fire Information Technology	<ul style="list-style-type: none"><li>• Knowledgeable of the Environmental Policy and the current significant aspects</li><li>• Perform assigned tasks in accordance with SOPs</li><li>• Perform assigned tasks in accordance with environmental regulations, permit requirements, and other policies of the ESMS that have been communicated to them</li><li>• Communicate concerns to their Area Supervisor or the Program Manager regarding the performance of tasks that are not in accordance with the requirements stated above</li></ul>